

American Recovery and Reinvestment Act of 2009

Strengthening Communities Fund State, Local, and Tribal Government Capacity Building Program

Guidance for Potential Applicants

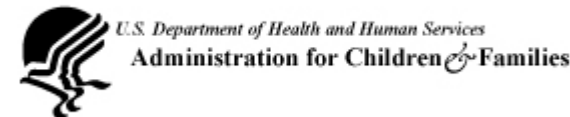
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Funding Opportunity Number: HHS-2009-ACF-OCS-SN-0092

CFDA Number: 93.711



Overview



- Purpose of Strengthening Communities Fund
- What is Capacity Building?
- Funding and Cost Match Information
- Eligible Applicants
- Use of Funds
- Funding Restrictions
- Evaluation Criteria
- Administrative/Submission Information

American Recovery and Reinvestment Act of 2009



“This is an opportunity not only to deal with the immediate crisis, but also to lay the foundations for long-term growth and prosperity in this country.”

- President Barack Obama, at the signing ceremony for the American Recovery and Reinvestment Act of 2009, February 17, 2009

Purpose of SCF



To build the capacity of nonprofit faith-based and community organizations to increase their involvement in the economic recovery and better serve those in need, including helping low-income individuals:

- Secure and retain employment,
- Earn higher wages,
- Obtain better-quality jobs, and
- Gain greater access to state and Federal benefits and tax credits, including ARRA benefits.

Overview of SCF



There are two separate programs that make up the Strengthening Communities Fund:

- The SCF Nonprofit Capacity Building Program
- The SCF State, Local, and Tribal Government Capacity Building Program

What is Capacity Building?



**SCF funds must be used for capacity building.
They may not be used for direct services.**

- Capacity building is the process of implementing activities critical to the long-term viability of organizations to increase the effectiveness of programmatic activities and organizational operations.
- Capacity building activities are designed to increase an organization's sustainability and effectiveness, enhance its ability to provide social services, and create collaborations to better serve those most in need.

Funding Amounts



SCF State, Local, and Tribal Capacity Building Program

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Est. Total Program Funding:	\$12,000,000
Individual Award Ceiling:	\$250,000
Expected # of Awards:	48
Project/Budget Period:	24 months
Funding Instrument Type:	Grant
Non-Federal Match:	Yes – 20%

Non-Federal Match

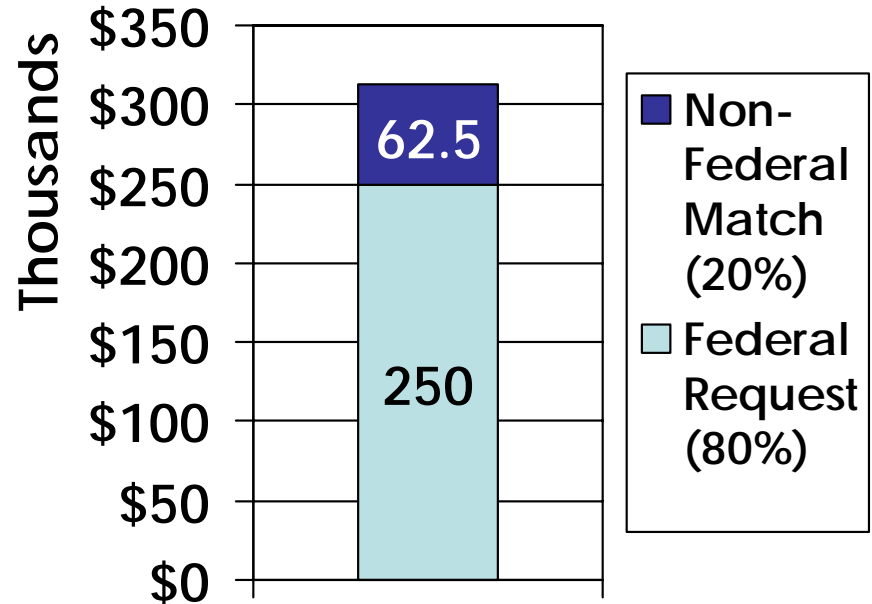


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Grantees must provide at least 20 percent of the total approved cost of the project.

- Can be met by cash or in-kind contributions (applicants are encouraged to meet their match requirements through cash contributions)
- The match is **not** 20 percent of the request. It is 20 percent of the **Total Project Cost**.

Example:



**Total Project
Cost =
\$312,500**

Non-Federal Match



Match / Cost Share Examples

Federal Request	20 Percent Cost Share	Total Approved Project Cost
\$250,000	\$62,500	\$312,500
\$200,000	\$50,000	\$250,000
\$150,000	\$37,500	\$187,500
\$100,000	\$25,000	\$125,000

Eligible Applicants



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- State, county, city, and township governments
- Indian/Native American Tribal governments
- Government-designated nonprofit organizations

Preference will be given to highly-ranked applications from **State and Tribal governments** or the Authorized Entities designated by such governments

Please note: Foreign entities are not eligible to apply for this grant program.

Additional Information on Eligibility



Authorized Entity

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- Must be authorized by the governing body of the State, city, county, and Indian/Native American Tribal government, either through a statute, resolution, or executive order.
- Must include a copy of the authorizing document in the application.
- The document must specify the role of the Authorized Entity as well as detail the support, access, and authority to be provided by the State, city, county, and Indian/Native American Tribal government with regard to the activities to be conducted under the grant.
- A State, city, county, or Indian/Native American Tribal government may designate only one authorized entity to apply for this program.

Overview – How Can Grantees Use State & Local Funds?



Grantees will use SCF State & Local funds in the following areas:

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- 1) Outreach and Education to Nonprofit Organizations
- 2) Capacity Building Training and Technical Assistance to Nonprofit Organizations
- 3) Building the Internal Capacity of the Authorized Entity

Outreach and Education



SCF's Capacity building outreach and education services include the following:

- providing information and education regarding access to ARRA efforts/benefits
- bridging partnerships between government entities and nonprofit organizations
- facilitating access to ARRA efforts/benefits and other funding sources.

Training and Technical Assistance (T&TA)



- ***Training*** refers to group-based adult education and skill-building activities (e.g., workshops) provided to nonprofit organizations, specially focused on the 5 areas of capacity building.
- ***Technical assistance*** refers to consultation that is specifically customized or tailored to the needs of the authorized entity and particular nonprofit organization.
- T & TA must produce measurable results for the authorized entity and the nonprofit organizations served.
- T & TA must be offered at no cost to interested faith-based and community organizations.

Building the Capacity of the Authorized Entity (Grantee)



SCF funds will also be used to build the capacity of the grantee to increase its effectiveness in providing capacity building services to nonprofits within its political jurisdiction.

- Must demonstrate the applicant's ability to identify and address its own capacity building needs and describe the approach it proposes.
- Must submit a work plan for providing capacity building activities covering the two-year period of the grant.
- Must produce measurable results

Capacity Building Areas



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- 1) Organizational Development
- 2) Program Development
- 3) Collaboration & Community Engagement
- 4) Leadership Development
- 5) Evaluation of Effectiveness

Examples – Use of Funds



Organizational Development

- Strengthening Board Governance
- Developing Systems: Management, Human Resources, Financial, Information Technology, Planning
- Training Job/Benefits Counselors for ARRA Benefits and Other Federal Assistance
- Developing Comprehensive Communications Strategy

Examples – Use of Funds



Program Development

- Creating Information Systems (e.g., ARRA Benefits/Programs, Financial Benefits/Tax Credits, Social Service Benefits)
- Translating Program Information into Spanish or Other Languages
- Developing Curriculum (e.g., job retraining, new job skills)
- Making Program Improvements

Examples – Use of Funds



Collaboration and Community Engagement

- Disseminating Information Regarding State/Local ARRA Benefits
- Developing Referral Systems Related to ARRA Benefits
- Forging Collaborations/Strategic Partnerships with Community Colleges or Vocational Schools
- Conducting Research on Local Sector Workforce Needs

Examples – Use of Funds



Leadership Development

- Specifying Board Composition and Function
- Contributing to Staff Professional and Career Development
- Training and Development of Volunteers
- Developing Succession Planning

Examples – Use of Funds



Evaluation of Effectiveness

- Launching a Formal Program Evaluation
- Developing and Incorporating New Program Measures
- Incorporating Best Practices
- Assessing Program Outcomes
- Replicating Effective Program Models

Capacity Building vs. Direct Fund Raising



Allowable

Capacity Building

- Sending appropriate staff to grant-writing seminars
- Hiring a consultant to develop a fundraising strategy for your organization
- Hiring a full-time development director to focus on your organization's long- and short-term fundraising efforts
- Buying donor development software that organizes donor information, but does not enable direct online donation

Not Allowable

Direct Fund Raising

- Printing and mailing direct mail flyers that include the option for donors to make donations
- Hiring a fundraising consultant to make funding asks (including writing specific grants)
- Contacting organizations or individuals for funds
- Buying donor development software that enables a direct online donation link

Capacity Building vs. Direct Services



Allowable

Capacity Building

- Researching and developing new programs or services
- Developing or designing a program or program curriculum
- Purchasing program-related equipment and relatively durable supplies
- Implementing systems to keep records on client needs, referral sources, services provided, service recipient satisfaction, or service recipient outcomes
- Evaluating current services

Not Allowable

Direct Services

- Implementing a program, program activities
- Implementing program curriculum that provide services to clients
- Purchasing food for service programs
- Paying management costs for existing programs
- Holding seminars or events for clients
- Paying staff to work directly with clients

Funding Restrictions



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Not Allowable

- Fundraising
- Reimbursement of pre-award costs
- Construction
- Purchase of real property
- Direct social service provision
- Sub-grants or other financial assistance to nonprofits
- Inherently religious activities
- Discrimination against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief
- The provision of contracts to organizations that provide the grantee with a cost share match

Key Program Requirement



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Outreach, Training, and Technical Assistance Capacity Building Workplan

DUE: 90 Days After Receipt of Award

Please Note: ACF must review and approve the workplan prior to delivery of training and technical assistance.

Evaluation Criteria



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1. Project Summary/Abstract (4 points)

2. Objectives & Need for Assistance (15 points)

- Needs of service area (4 points)
- Needs of authorized entity (4 points)
- Needs of nonprofits in service area (4 points)
- Project objectives (3 points)

Evaluation Criteria



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3. Approach (36 points)

- Outreach Strategy (12 points)
- Training & Technical Assistance Strategy to Nonprofit Organizations (12 points)
- Authorized Entities' Internal Capacity Building Strategy (12 Points)

Evaluation Criteria



4. Organizational Profiles (20 points)

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- Organizational Capability (10 points)
- Project Management Structure and Staffing (10 Points).

5. Evaluation (15 points)

- Evaluation Design (5 points)
- Pre-assessment Strategy (5 points)
- Post-assessment Strategy (5 points)

Evaluation Criteria



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6. Budget & Budget Justification (10 points)

Important Tips to Avoiding Common Mistakes



- ✓ Read the entire (and correct) program announcement.
 - *Be mindful of cross-references.*
- ✓ Double-check eligibility requirements.
- ✓ Follow the format guidelines (e.g., 20 pages, etc.).
- ✓ Use application checklist to make sure all relevant attachments are included.
- ✓ Set up Grants.gov account in advance.
- ✓ Please try not to send in multiple versions of your application. If you must, ***please make it clear which version you want us to review!!***
- ✓ Do not ask for more than \$250,000.
- ✓ Submit your application with enough time to get it to the destination before the deadline.

Deadline/Submission Info



The deadline for submission is:

July 7, 2009

No later than 4:30 p.m. (Eastern Time)

Applications ***received*** after this date and time will be classified as late and will not be considered for funding.

Deadline/Submission Info



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There are 2 ways to submit your application:

1. By mailing paper copies (1 original and 2 copies) to the address in the program announcement or
2. By submitting an electronic version through Grants.gov.

PLEASE NOTE – This registration process for Grants.gov can take up to 5 days. Do not wait until the last minute.



More Information



Everything you need to know to apply is contained in the SCF State, Local, and Tribal Government Capacity Building Program Announcement, which can be found at

www.Grants.gov

or

www.acf.hhs.gov/programs/ocs/scf/

Questions?



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Please contact the OCS Operations Center
with any questions:

Phone: 800-281-9519

Email: ocs@lcn.net